

## Online Return and Waste Reporting (12/26/2017)

The Online Return and Waste Reporting tool should be used to report expired vaccine as well as all wasted vaccine due to storage and handling issues, including doses non-viable due to breakage, drawn and not used, and other spoiled for use issues. All these doses must be recorded under the appropriate transaction in your VIM inventory before creating a Return/Waste report. The Return/Waste report is populated by the transactions you enter into MCIR.

### Scenario One:

Provider XYZ000 has 5 doses of Fluarix that expired on 12/7/2017. The provider needs to go into that lot and enter the Return to Distributor Expired Vaccine transaction FIRST. They would then go into the Create Return/Waste Report link and file their loss report.

### Scenario Two:

Provider 000XYM left vials of IPV and MMR on the counter. They would use the Non Return Open MDV transaction for the IPV and the Return to Distributor Failure to store properly transaction for the MMR. These two transactions would then populate the Return/Waste Report for submission to the LHD.

### Creating a Return/Waste Report in MCIR

From the MCIR home screen click on the Return/Waste Reporting link under the Vaccine Mgmt tab.



Person	Reminder/Recall	School/Childcare
<a href="#">Add/Find</a> <a href="#">Roster</a>	<a href="#">Create Reminder</a> <a href="#">Create Recall</a> <a href="#">Retrieve/Confirm Results</a> <a href="#">Scan RTS Letters</a>	<a href="#">IP-100</a> <a href="#">IP-101</a> <a href="#">My Schools</a> <a href="#">My Childcares</a> <a href="#">Edit News</a>
Vaccine Mgmt	VFC Program	My Site
<a href="#">Manage Inventory</a> <a href="#">Return/Waste Reporting</a> <a href="#">Process Return/Waste Reports</a> <a href="#">Search Return/Waste Reports</a> <a href="#">View Inventory History</a> <a href="#">Vaccines Administered</a>	<a href="#">Place VFC Pediatric Orders</a> <a href="#">Place Public Adult Orders</a> <a href="#">Prebook Influenza Vaccine</a> <a href="#">Order History/Status</a> <a href="#">Order Search</a> <a href="#">Process Orders</a> <a href="#">All Hazard Provider Roster</a> <a href="#">Prebook Roster</a>	<a href="#">Site Preferences</a> <a href="#">User Preferences</a> <a href="#">Edit My Site</a> <a href="#">View My Site List</a> <a href="#">Go to New Site</a>
Administration	Reports	Other
<a href="#">Add/Find User</a> <a href="#">Site Users</a>	<a href="#">AFIX</a> <a href="#">Batch</a> <a href="#">Inventory</a>	<a href="#">Get News</a> <a href="#">View Usage Agreement</a> <a href="#">MCIR Training Course</a>

From the Return/Waste Report Creation screen users can either choose to create a new Return/Waste Report or show/hide previously completed reports. To create a new report click the Create Return/Waste Report link. The Return/Waste Report Details screen will appear containing previous transactions completed in VIM that were

considered a return or a waste. Below is an example of the Return/Waste Report Details Screen.

Return/Waste Report Details						
Report Date: 12/20/2017 MDHHS Submit Date: 12/20/2017 Report Id: [ ]						
<b>Action Plan</b> Order less HepB vaccine as we are using the combination vaccine. Send reminders for HepB needed doses.						
<b>Notes</b> [ ]						
Date	Note	Created By				
12/20/2017	Provider has replaced expired vaccine. NDC: 58160-820-11, Lot#: L4DF7, Exp. Date: 5/20/2018.					
<input checked="" type="checkbox"/>	<b>12/20/2017 ENGERIX</b> <b>Note: Replaced with l4df7 12 doses from private stock</b>	<b>NDC: 58160-820-52</b>	<b>Quantity: 12</b>			
		<b>Lot No: 732ZD</b>				
Dose Size	Inventory Effect	Transaction Id	VFC Code	State	Reason	Opt Out Flag
0	-12	54853037		Posted	Expired Vaccine	N

By clicking on the different vaccines in the Return/Waste Report Details screen additional details you are able to view the Inventory Effect, Transaction Id, Reason, etc.

Users must complete the Action Plan, which should include information on what happened and how the loss will be avoided in the future. If replacement has been made with private stock vaccine, please include the information on the private stock lot number, expiration date, and the date you replaced the vaccine into your VFC inventory.

Once the Action Plan is filled in the user clicks the submit button to send the report to the next level for processing. Levels work the same as E-Ordering. Provider reports are sent to the LHD and then to MDHHS. LHD reports are only sent to MDHHS. At this point the report is complete at the user's end. They can view the status of the report and previous Return/Waste Reports by clicking the Search Return/Waste Reporting link under the Vaccine Mgmt tab. All current and previous Return/Wastage reports will populate.

Please note that a Closed status under a report only indicates that the report has been through all the stages of submission and has been submitted to CDC/McKesson. If a loss report requires replacement of vaccine with private stock, this information is kept on a separate spreadsheet at the MDHHS level. MCIR does not currently have the capability to account for replacement doses (outside information entered into the Action Plan or LHD Notes section).

## Additional LHD Information

LHDs will have three options concerning Return/Waste reporting contained in the Vaccine Mgmt tab. The Return/Waste Reporting link is used for the LHD to complete their own Return/Waste reports in the manner listed above.

The second option is the Process Return/Waste Reports which will allow the LHD to approve returns which will then be sent on to MDHHS for completion. Clicking the Process Return/Waste Report link will take the LHD to the Return/Waste Report Approval Screen as shown below.

**Return/Waste Report Approval** [Print Help](#)  
[Home](#) [Exit](#)

**Person** **Rem/Rcl** **Sch/CC** **VIM** **VFC** **My Site** **Adm** **Rpts** **Oth**

[Manage Inv](#) [Ret/Wste Rept](#) [Proc Ret/Wste Rpt](#) [Search Ret/Wste Rpts](#) [Inv Hist](#) [Vacs Admin](#)

**Return/Waste Report Approval** [Show Completed Reports](#)

Site	Report Date	Report Id	Report Title	Status	Next Step
	01/06/2016	4	1-6-16 Expired Doses	Reported	LHD >

To approve the report the LHD simply clicks the box labeled LHD > in the Next Step column on the right side of the report line and then chooses Approve. This will bring up the details of the report and once reviewed the report can then be sent to MDHHS by clicking the Submit button.

The final option available to the LHDs is the Search Return/Waste Reports. This option takes the LHD to the Return/Waste Report Search screen where current reports or previously processed reports can be found. LHDs can search by Report ID (a number unique to each report) or VFC Pin. For completed reports viewed in the Search screen LHDs will have two options available by clicking the Complete > box under the Next Step Column. These options will be View (gives the details of the report) and History (provides the dates and users involved in the submission and approval process).

Doses that were replaced at the time of the loss should be entered into the Action Plan portion of the online loss report. When expired doses or wasted doses from improper storage and handling are replaced with private stock at a later date, please send an email to Darcy Wildt at [wildtd@michigan.gov](mailto:wildtd@michigan.gov) with the date the doses were replaced, the lot number and the expiration date of those doses so we can close the loss out on our end.

Reports should be created and submitted, at minimum, monthly - or sooner if the provider has expired vaccine or non-viable vaccine from a storage and handling loss and needs a label to return non-viable vaccine to McKesson.